

of its referral to GSA but shall not indicate acceptance or rejection of the gift on behalf of the United States. A copy of the acknowledgment shall accompany the notification and recommendation to the GSA regional office.

(c) GSA will advise the donor and the agency concerned of the action taken with respect to acceptance or rejection of the conditional gift. If the gift is determined acceptable, GSA will convert it into money and the proceeds shall be deposited into a special account in the Department of the Treasury established for this purpose.

**§ 101-43.307-5 Unconditional gifts.**

Any unconditional gift accepted by a Federal agency, or by an employee or agent representing a Federal agency in an official capacity, shall immediately become property of the Federal Government. If the receiving agency has specific authority to use the property, it may then be used for any authorized purpose by that agency. Such property shall be accounted for in the same manner as personal property acquired from other authorized sources and shall lose its identity as an unconditional gift upon entry into the agency property account. When property acquired as an unconditional gift cannot be used or is no longer required by the receiving agency, it shall be reported to GSA as excess personal property in accordance with § 101-43.304.

**§ 101-43.307-6 Intangible personal property.**

Excess intangible personal property shall be reported to the General Services Administration (F), Washington, DC 20406, and shall not be transferred or disposed of without prior approval of GSA, except for bonds, notes, or other securities authorized to be disposed of by the Secretary of the Treasury under section 5 of the Act of April 3, 1945 (31 U.S.C. 324).

**§ 101-43.307-7 Nonappropriated fund property.**

(a) Nonappropriated fund property determined to be excess may be made available for transfer under those provisions of this part which apply to non-reportable property.

(b) Transfers of nonappropriated fund property shall be made upon such terms as shall be agreed upon by the owning activity and the receiving agency. However, an agency should not acquire such property if the reimbursement requested is greater than the best estimate of the gross proceeds if the property were to be sold on a competitive bid basis or the dollar value offered on a trade-in.

(c) Federal property in the custody of a nonappropriated fund activity, when determined to be excess, shall be reported or otherwise made available to GSA in accordance with this part for transfer without reimbursement, except as required by § 101-43.309-3.

**§ 101-43.307-8 [Reserved]**

**§ 101-43.307-9 Passenger motor vehicles.**

When acquiring an excess passenger motor vehicle without reimbursement for upgrading or replacement purposes, an agency shall promptly report as excess the replaced vehicle (see § 101-43.304). The report must be submitted within 30 calendar days after delivery of the replacement vehicle unless the replacement vehicle is charged to the number of passenger motor vehicles authorized by current appropriations. When the replaced passenger vehicle is reported excess to GSA, the report shall be documented so as to identify the item control number on the transfer document for the replacement vehicle. Agencies having a temporary emergency need for passenger motor vehicles, and having authority to lease motor vehicles, shall obtain such vehicles from excess when they are not available from a GSA Fleet Management Center prior to leasing vehicles from private sources. Such temporary emergency use shall not exceed a period of 3 months.

**§ 101-43.307-10 Printing, binding, and blankbook equipment and supplies.**

Excess machinery, equipment, material, and supplies for printing, binding, and blankbook work shall be reported to the Public Printer for possible transfer to the Government Printing Office, as provided in section 3 of the Act of July 19, 1919 (44 U.S.C. 312), prior

to reporting to GSA. Reports should be addressed to the Government Printing Office (GPO), Customer Service Manager, North Capitol and H Streets, NW., Washington, DC 20401. Property not needed by GPO shall be reported by the holding agency to GSA in accordance with this part.

**§ 101-43.307-11 [Reserved]**

**§ 101-43.307-12 Shelf-life items.**

(a) When quantities on hand of an item of a deteriorative nature which has a predetermined expiration date exceed requirements for the period ending on the expiration date, or for the period ending on the extended expiration date, such quantities shall be determined excess to the needs of the holding agency, provided that the overages cannot be utilized, cross-serviced, or returned for credit. Management of such items prior to determination as excess shall be governed for executive agencies, except DoD, by subpart 101-27.2, and for DoD by appropriate DoD instructions.

(b) Drugs and biologicals requiring refrigeration or deep freeze, medical shelf-life items held for national emergency purposes (see § 101-43.307-13), subsistence items, and ammunition are excepted from the provisions of this section.

(c) Shelf-life items which have a remaining useful life of 3 or more months before reaching the expiration date and are not otherwise utilized as provided in paragraph (a) of this section, shall be reported as excess in accordance with § 101-43.304. However, agencies may at their option also report shelf-life items not required to be reported by § 101-43.304. The report shall identify the items as shelf-life items by carrying the designation symbol "SL" and by showing the expiration date. If the item has an extendable-type expiration date, there also shall be furnished an indication as to whether the expiration date is the original or an extended date.

(d) Normally, items reported in accordance with paragraph (c) of this section will be given a surplus release date effective 60 days after the receipt of the report in the appropriate GSA regional office. This date may be shortened or

extended consistent with utilization objectives and with the remaining useful shelf life. GSA will publicize reported items to other using agencies during the period ending on the surplus release date.

(e) Shelf-life items which have a remaining useful life of 3 or more months before reaching the expiration date but which are not reported shall be made available for use by other Federal agencies as provided in § 101-43.305. Documents listing such items shall show the expiration date and, in the case of items with an extendable expiration date, shall indicate whether the expiration date is the original or an extended date. A surplus release date shall be established by the holding agency upon determination that these items are excess so as to provide a minimum of 21 calendar days for selection or set-aside of the items for Federal use. The surplus release date may be extended by the holding agency when these items are selected by an authorized screener for transfer or are set aside by a GSA representative for potential or actual transfer.

(f) Shelf-life items which have a remaining useful life of less than 3 months, regardless of acquisition cost or condition, shall be made available for utilization by other Federal agencies in the manner provided in paragraph (e) of this section.

(g) Transfers among Federal agencies of shelf-life items which have been determined to be excess by the holding agency shall be accomplished as set forth in § 101-43.309. Transfers shall be made without reimbursement.

**§ 101-43.307-13 Medical shelf-life items held for national emergency purposes.**

(a) Whenever the head of an executive agency determines that the remaining storage or shelf life of medical materials or supplies held for national emergency purposes is of too short duration to justify their continued retention of such purposes and that their transfer or disposal would be in the best interest of the United States, those materials or supplies shall be considered to be excess personal property. To the greatest extent practicable, the above determination shall